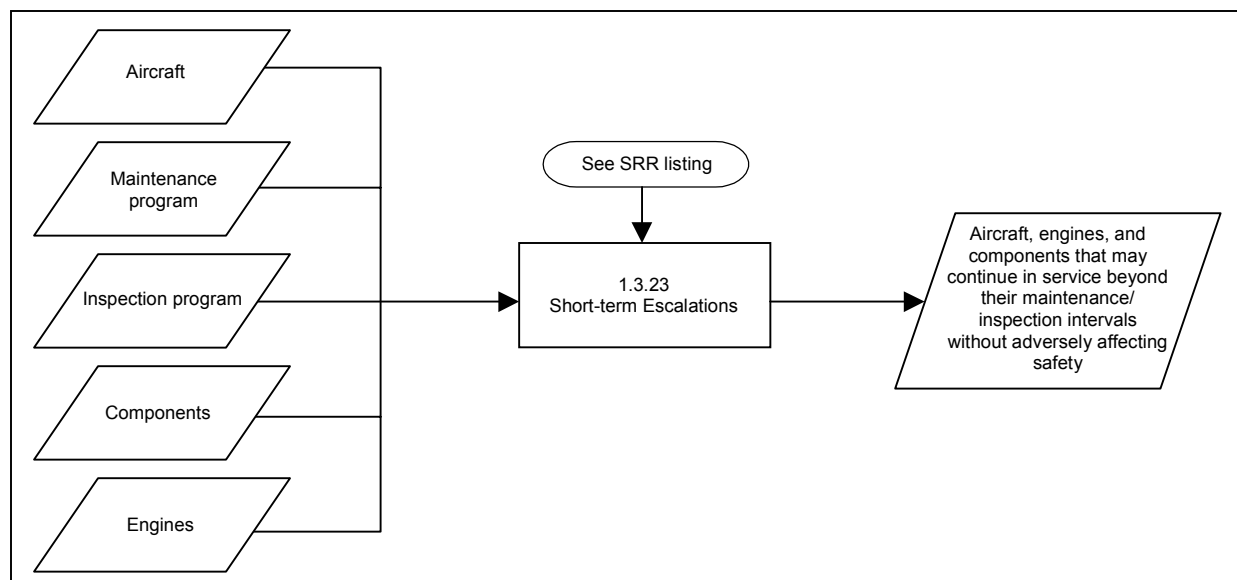# Safety Attribute Inspection (SAI) Job Aid



## ELEMENT SUMMARY INFORMATION

**Element:** 1.3.23 Short-Term Escalations

**Purpose of this Element** (Air Carrier's responsibility): To provide a process for the short-term escalation of maintenance/inspection intervals for aircraft, powerplants, systems, or appliances as authorized by Operations Specification D076.

**Objective** (FAA responsibility):
To determine if the air carrier's Short-Term Escalations process includes safety attributes

**Inputs:**
- Aircraft
- Maintenance Program
- Inspection Program
- Components
- Engines

**Outputs:**
- Aircraft, engines, and components that may continue in service beyond their maintenance/inspection intervals without adversely affecting safety

**Performance Measures:**
- The Air Carrier meets the requirements of the Operations Specifications for Short-Term Escalations.
- The Air Carrier complies with Short-Term Escalations in accordance with their Manual.

# Safety Attribute Inspection (SAI) Job Aid

**SRR:**
There is no specific regulatory requirement for Short-Term Escalation program; however, each aircraft released to service is airworthy and is maintained in accordance with the Air Carrier maintenance/inspection program for operation under this part. [CFR 121.367(c)]

**Other CFRs and/or FAA Guidance:**
- CFR 121.363(a)(b) Responsibility for Airworthiness
- CFR 121.367 (a)(b) Maintenance, Preventive Maintenance, and Alterations
- FAA Order 8300.10, Vol. 2, Chap 64 "Evaluate Continuous Airworthiness Maintenance Program/Revision"
- FAA Order 8300.10, Vol. 2, Chap 80 "Evaluate Short-term Escalation Procedures"
- FAA Order 8300.10, Vol. 2, Chap 84 "CFR Part 121/135 Operations Specifications"
- HBAW 97-06 "FAA Policy Regarding Segmented Inspections and Built-In Inspections Tolerances (WINDOWS) in Continuous Airworthiness Maintenance Programs (CAMP)"
- Maintenance Planning Document (MPD)
- Refer to Advisory Circulars using a search engine (such as ATP Navigator or Summit)

# Safety Attribute Inspection (SAI) Job Aid

## SRR SPECIFIC INFORMATION

There are no Specific Regulatory Requirements.

# Safety Attribute Inspection (SAI) Job Aid

> ## 1.3.23 Short-Term Escalations
>
> ## *SECTION 1 - RESPONSIBILITY ATTRIBUTE*
>
> **Objective:** To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the Short-Term Escalations process.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Identify the person who is responsible for the quality of the Short-Term Escalations process.

2. Review the description in the Manual that delineates the duties and responsibilities of the person.

3. Evaluate the person's qualifications and work experience (or resume', if appropriate).

4. Review the appropriate organizational chart.

5. Discuss the Short-Term Escalations process with the person.

*To meet this objective, the inspector will answer the following questions:*

| | |
|---|---|
| 1. Is there a clearly identifiable person who is answerable for the quality of the Short-Term Escalations process? | ❏ YES   If yes, provide the name: <br> ❏ No   If no, explain: |
| 2. Does the person understand the procedures associated with the Short-Term Escalations process? | ❏ YES   If no, explain: <br> ❏ No |
| 3. Does the person understand the controls associated with the Short-Term Escalations process? | ❏ YES   If no, explain: <br> ❏ No |
| 4. Does the person understand the interfaces associated with the Short-Term Escalations process? | ❏ YES   If no, explain: <br> ❏ No |
| 5. Does the person understand the process measurements associated with the Short-Term Escalations process? | ❏ YES   If no, explain: <br> ❏ No |
| 6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)? | ❏ YES   If no, explain: <br> ❏ No |
| 7. Are the qualification standards for this position clearly documented? | ❏ YES   If no, explain: <br> ❏ No |
| 7a Are the qualification standards for this position appropriate for the duties that are assigned? | ❏ YES   If no, explain: <br> ❏ No |
| 8. Does the person meet the qualification standards? | ❏ YES   If no, explain: <br> ❏ No |
| 9. Does the person acknowledge that he/she has responsibility for the Short-Term Escalations process? | ❏ YES   If no, explain: <br> ❏ No |
| 10. Does the person know who has authority to establish and modify the Short-Term Escalations process? | ❏ YES   If no, explain: <br> ❏ No |

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.23 Short-Term Escalations

## *SECTION 2 – AUTHORITY ATTRIBUTE*

**Objective:** To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the Short-Term Escalations process.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Identify the person who has the authority to establish or modify the Short-Term Escalations process.

2. Review the description in the Manual that delineates the duties and responsibilities of the person.

3. Evaluate the person's qualifications and work experience (or resume', if appropriate).

4. Review the appropriate organizational chart.

5. Discuss the Short-Term Escalations process with the person.

*To meet this objective, the inspector will answer the following questions:*

| | |
|---|---|
| 1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Short-Term Escalations process? | ❑ YES    If yes, provide the name: <br> ❑ NO    If no, explain: |
| 2. Does the person understand the procedures associated with the Short-Term Escalations process? | ❑ YES    If no, explain: <br> ❑ NO |
| 3. Does the person understand the controls associated with the Short-Term Escalations process? | ❑ YES    If no, explain: <br> ❑ NO |
| 4. Does the person understand the interfaces associated with the Short-Term Escalations process? | ❑ YES    If no, explain: <br> ❑ NO |
| 5. Does the person understand the process measurements associated with the Short-Term Escalations process? | ❑ YES    If no, explain: <br> ❑ NO |
| 6. Is the authority of this position clearly documented in the air carrier's Manual(s)? | ❑ YES    If no, explain: <br> ❑ NO |
| 7. Are the qualification standards for this position clearly documented? | ❑ YES    If no, explain: <br> ❑ NO |
| 7a Are the qualification standards for this position appropriate for the duties that are assigned? | ❑ YES    If no, explain: <br> ❑ NO |
| 8. Does the person meet the qualification standards? | ❑ YES    If no, explain: <br> ❑ NO |
| 9. Does the person acknowledge that he/she has authority for the Short-Term Escalations process? | ❑ YES    If no, explain: <br> ❑ NO |
| 10. Does the individual know who has the responsibility for the Short-Term Escalations process? | ❑ YES    If no, explain: <br> ❑ NO |
| 11. Are the procedures for delegation of authority clearly documented for the Short-Term Escalations process? | ❑ YES    If no, explain: <br> ❑ NO |

# Safety Attribute Inspection (SAI) Job Aid

| | |
|---|---|
| **1.3.23 Short-Term Escalations** | |

## SECTION 3 – PROCEDURES ATTRIBUTE

**Objective:** To determine if the air carrier has documented procedures for accomplishing the Short-Term Escalations process.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Short-Term Escalations process to ensure that they contain who, what, where, when, and how.

2. Review the other CFRs and FAA Guidance included in the supplemental information section of this SAI.

3. Discuss the Short-Term Escalations process with appropriate personnel to gain an understanding of the procedures.

4. Observe the Short-Term Escalations process to gain an understanding of the procedures.

*To meet this objective, the inspector will answer the following questions.*

1. Do written procedures exist for the Short-Term Escalation process to include, as a minimum:

| | | |
|---|---|---|
| 1.1 | *A listing of management personnel with escalation approval authority?* | ❑ YES     If no, explain: <br> ❑ NO |
| 1.2 | *Instructions for obtaining prior approval from the CHDO for a short-term escalation before the escalation takes effect?* | ❑ YES     If no or N/A, explain: <br> ❑ NO <br> ❑ N/A – CARRIER HAS RELIABILITY PROGRAM |
| 1.3 | *Instructions for informing the CHDO of a short-term escalation after the escalation takes effect?* | ❑ YES     If no or N/A, explain: <br> ❑ NO <br> ❑ N/A – CARRIER DOES NOT HAVE A RELIABILITY PROGRAM |
| 1.4 | *Instructions to obtain prior approval from the CHDO for all extensions of escalations?* | ❑ YES     If no, explain: <br> ❑ NO |
| 1.5 | *A method of recording short-term escalations? (E.g. form or report).* | ❑ YES     If no or N/A, explain: <br> ❑ NO <br> ❑ N/A |
| 1.6 | *A method of tracking short-term escalations to restrict the occurrence of repetitive short-term escalations which would indicate a need for a change in the maintenance program?* | ❑ YES     If no, explain: <br> ❑ NO |
| 1.7 | *A procedure to ensure that an escalation will not create an unsafe condition?* | ❑ YES     If no, explain: <br> ❑ NO |
| 1.8 | *Maximum limitations for short term escalations?* | ❑ YES     If no, explain: <br> ❑ NO |
| 1.9 | *Procedures that would prevent the extension of FAA airworthiness directive intervals?* | ❑ YES     If no, explain: <br> ❑ NO |
| 1.10 | *Procedures that would prevent the extension of life limits as specified by type certificate data sheets?* | ❑ YES     If no, explain: <br> ❑ NO |

# Safety Attribute Inspection (SAI) Job Aid

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**1.3.23 Short-Term Escalations**

## *SECTION 3 – PROCEDURES ATTRIBUTE*
</td></tr>
<tr>
<td><em>1.11 Procedures that would prevent the extension of limitations specified by the minimum equipment lists or the configuration deviation lists?</em></td>
<td>❑ <strong>Y<small>ES</small></strong>    <strong>If no, explain:</strong><br>❑ <strong>N<small>O</small></strong></td>
</tr>
<tr>
<td><em>1.12 Procedures that would prevent the extension of structural sampling periods imposed by the maintenance review boards?</em></td>
<td>❑ <strong>Y<small>ES</small></strong>    <strong>If no, explain:</strong><br>❑ <strong>N<small>O</small></strong></td>
</tr>
<tr>
<td>2.  Do the procedures identify: who, what, where, when and how?</td>
<td>❑ <strong>Y<small>ES</small></strong>    <strong>If no, explain:</strong><br>❑ <strong>N<small>O</small></strong></td>
</tr>
<tr>
<td>3.  Are the procedures in compliance with the CFR(s)?</td>
<td>❑ <strong>Y<small>ES</small></strong>    <strong>If no, explain:</strong><br>❑ <strong>N<small>O</small></strong></td>
</tr>
<tr>
<td>4.  Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?</td>
<td>❑ <strong>Y<small>ES</small></strong>    <strong>If no, explain:</strong><br>❑ <strong>N<small>O</small></strong></td>
</tr>
<tr>
<td>5.  Does the air carrier have the resources to support the written procedures for the Short-Term Escalations process?</td>
<td>❑ <strong>Y<small>ES</small></strong>    <strong>If no, explain:</strong><br>❑ <strong>N<small>O</small></strong></td>
</tr>
<tr>
<td>6.  If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure).</td>
<td>❑ <strong>Y<small>ES</small></strong>    <strong>If no, explain:</strong><br>❑ <strong>N<small>O</small></strong><br>❑ <strong>N/A, No alternate procedures exist for this element</strong></td>
</tr>
<tr>
<td>7.  Are the procedures published in different manuals relating to the Short-Term Escalations process consistent?</td>
<td>❑ <strong>Y<small>ES</small></strong>    <strong>If no, explain:</strong><br>❑ <strong>N<small>O</small></strong></td>
</tr>
<tr>
<td>8.  Does the air carrier have a documented method for assessing the impacts of procedural changes to the Short-Term Escalations process?</td>
<td>❑ <strong>Y<small>ES</small></strong>    <strong>If no, explain:</strong><br>❑ <strong>N<small>O</small></strong></td>
</tr>
</table>

# Safety Attribute Inspection (SAI) Job Aid

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**1.3.23 Short-Term Escalations**

## *SECTION 4 – CONTROL ATTRIBUTE*

</td></tr>
<tr><td colspan="2">**Objective:** To determine if checks and restraints are designed into the Short-Term Escalations process to ensure a desired result is achieved.</td></tr>
</table>

*To meet this objective, the inspector will accomplish the following tasks:*

| |
|---|
| 1. Review the documented instructions and information related to the Short-Term Escalations process. |
| 2. Review the other CFRs and FAA Guidance included in the supplemental information section of this SAI |
| 3. Discuss the Short-Term Escalations process with appropriate personnel to gain an understanding of the controls. |
| 4. Observe the Short-Term Escalations process to gain an understanding of the controls. |

*To meet this objective, the inspector will answer the following questions:*

1. Are the following checks and restraints built into the Short-Term Escalations process:

| | |
|---|---|
| *1.1 Does the Air Carrier have Operations Specifications for the Short-Term Escalation program (Paragraph D076)?* | ❑ YES  **If no or N/A, explain:**<br>❑ NO<br>❑ N/A |
| *1.2 Does the Air Carrier have FAA approval before exceeding Short-Term Escalation limits specified in Operations Specifications Paragraph D076?* | ❑ YES  **If no or N/A, explain:**<br>❑ NO<br>❑ N/A |
| *1.3 Does the Air Carrier prohibit the use of Short-Term Escalations to compensate for ineffective planning or to meet operational requirements?* | ❑ YES  **If no or N/A, explain:**<br>❑ NO<br>❑ N/A |
| *1.4 Does the Air Carrier have and maintain a Short-Term Escalation form that includes:* | |
|     *1.4.1 The purpose of the escalation?* | ❑ YES  **If no or N/A, explain:**<br>❑ NO<br>❑ N/A |
|     *1.4.2 The effect on subsequent inspections?* | ❑ YES  **If no or N/A, explain:**<br>❑ NO<br>❑ N/A |
|     *1.4.3 Interim inspections that may be required?* | ❑ YES  **If no or N/A, explain:**<br>❑ NO<br>❑ N/A |
|     *1.4.4 Signature of authorizing official?* | ❑ YES  **If no or N/A, explain:**<br>❑ NO<br>❑ N/A |
|     *1.4.5 Evaluation of the status of the following items:* | |

# Safety Attribute Inspection (SAI) Job Aid

**1.3.23 Short-Term Escalations**

## SECTION 4 – CONTROL ATTRIBUTE

| | |
|---|---|
| *1.4.5.1  Airworthiness directives?* | ❑ YES   **If no or N/A, explain:**<br>❑ NO<br>❑ N/A |
| *1.4.5.2  Life-limited components?* | ❑ YES   **If no or N/A, explain:**<br>❑ NO<br>❑ N/A |
| *1.4.5.3  Maintenance history?* | ❑ YES   **If no or N/A, explain:**<br>❑ NO<br>❑ N/A |
| *1.4.5.4  Escalation interval?* | ❑ YES   **If no or N/A, explain:**<br>❑ NO<br>❑ N/A |
| 2.  Do the checks and restraints ensure the desired result is achieved for the Short-Term Escalations process? | ❑ YES   **If no, explain:**<br>❑ NO |
| 3.  Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Short-Term Escalations process prior to their implementation? | ❑ YES   **If no, explain:**<br>❑ NO |
| 4.  Does the air carrier have the resources to support the checks and restraints for the Short-Term Escalations process? | ❑ YES   **If no, explain:**<br>❑ NO |

# Safety Attribute Inspection (SAI) Job Aid

| | |
|---|---|
| **1.3.23 Short-Term Escalations** | |
| ***SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE*** | |
| **Objective:** To determine if the air carrier measures and assesses its Short-Term Escalations process, to identify and correct problems or potential problems. | |

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Short-Term Escalations process.

2. Discuss the Short-Term Escalations process with appropriate personnel to gain an understanding of the process measures.

3. Observe the Short-Term Escalations process to gain an understanding of the process measures.

*To meet this objective, the inspector will answer the following questions:*

1. <Deleted>

2. Does the air carrier's Short-Term Escalations process include the following process measurements?

| | |
|---|---|
| 2.1 *The Air Carrier audits the Short-Term Escalation process to ensure that it complies with the provision of Operations Specifications Paragraph D076.* | ❑ YES    **If no or N/A, explain:**<br>❑ NO<br>❑ N/A |
| 2.2 *The Air Carrier audits the Short-Term Escalation process to ensure that the process complies with its Manual.* | ❑ YES    **If no or N/A, explain:**<br>❑ NO<br>❑ N/A |
| 2.3 *The Air Carrier audits the Short-Term Escalation process to ensure that escalations were not granted based on ineffective planning or to meet operational requirements.* | ❑ YES    **If no or N/A, explain:**<br>❑ NO<br>❑ N/A |
| 3. Does the air carrier document their process measurement methods and results? | ❑ YES    **If no, explain:**<br>❑ NO |
| 4. Are the air carrier's process measurement methods effective? | ❑ YES    **If no, explain:**<br>❑ NO |
| 5. Does the air carrier use their process measurement results to improve their programs? | ❑ YES    **If no, explain:**<br>❑ NO |
| 6. Are the process measurement results accessible to the FAA? | ❑ YES    **If no, explain:**<br>❑ NO |
| 7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Short-Term Escalations process? | ❑ YES    **If no, explain:**<br>❑ NO |
| 8. Does the air carrier have the resources to support the process measurement for the Short-Term Escalations process? | ❑ YES    **If no, explain:**<br>❑ NO |

# Safety Attribute Inspection (SAI) Job Aid

**1.3.23 Short-Term Escalations**

## SECTION 6 – INTERFACES ATTRIBUTE

**Objective:** To determine if the air carrier identifies and manages the interactions between the Short-Term Escalations process and the other element processes within the Air Carrier organization.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Short-Term Escalations process.

2. Discuss the Short-Term Escalations process with appropriate personnel to gain an understanding of the interfaces.

3. Observe the Short-Term Escalations process to gain an understanding of the interfaces.

*To meet this objective, the inspector will answer the following questions:*

1. Are the following interfaces identified for the Short-Term Escalations process:

| | | |
|---|---|---|
| *1.1 Aircraft Airworthiness Requirements (Element 1.1.1)* | ❑ YES ❑ NO ❑ N/A | If no or N/A, explain: |
| *1.2 Appropriate Operational Equipment (Element 1.1.2)* | ❑ YES ❑ NO ❑ N/A | If no or N/A, explain: |
| *1.3 Maintenance Log/Recording Requirements (Element 1.2.3)* | ❑ YES ❑ NO ❑ N/A | If no or N/A, explain: |
| *1.4 Maintenance Program (Element 1.3.1)* | ❑ YES ❑ NO ❑ N/A | If no or N/A, explain: |
| *1.5 Inspection Program (Element 1.3.2)* | ❑ YES ❑ NO ❑ N/A | If no or N/A, explain: |
| *1.6 RII (Element 1.3.4)* | ❑ YES ❑ NO ❑ N/A | If no or N/A, explain: |
| *1.7 AD Management (Element 1.3.6)* | ❑ YES ❑ NO ❑ N/A | If no or N/A, explain: |
| *1.8 Outsource Organization (Element 1.3.7)* | ❑ YES ❑ NO ❑ N/A | If no or N/A, explain: |
| *1.9 Parts/Material Control/SUP (Element 1.3.10)* | ❑ YES ❑ NO ❑ N/A | If no or N/A, explain: |
| *1.10 Continuous Analysis and Surveillance (CAS) (Element 1.3.11)* | ❑ YES ❑ NO ❑ N/A | If no or N/A, explain: |

# Safety Attribute Inspection (SAI) Job Aid

| **1.3.23 Short-Term Escalations**<br><br>*SECTION 6 – INTERFACES ATTRIBUTE* | | |
|---|---|---|
| *1.11 GMM/Equivalent (Element 1.3.14)* | ❑ YES<br>❑ NO<br>❑ N/A | If no or N/A, explain: |
| *1.12 Reliability Program (Element 1.3.15)* | ❑ YES<br>❑ NO<br>❑ N/A | If no or N/A, explain: |
| *1.13 Maintenance Training Program (Element 4.2.1)* | ❑ YES<br>❑ NO<br>❑ N/A | If no or N/A, explain: |
| *1.14 RII Training Requirements (Element 4.2.2)* | ❑ YES<br>❑ NO<br>❑ N/A | If no or N/A, explain: |
| *1.15 Director of Maintenance (Element 7.1.1)* | ❑ YES<br>❑ NO<br>❑ N/A | If no or N/A, explain: |
| *1.16 Chief Inspector (Element 7.1.2)* | ❑ YES<br>❑ NO<br>❑ N/A | If no or N/A, explain: |
| *1.17 Manual Currency (Element 2.1.1)* | ❑ YES<br>❑ NO<br>❑ N/A | If no or N/A, explain: |
| *1.18 Content Consistency Across Manuals (Element 2.1.2)* | ❑ YES<br>❑ NO<br>❑ N/A | If no or N/A, explain: |
| *1.19 Manual Distribution (Element 2.1.3)* | ❑ YES<br>❑ NO<br>❑ N/A | If no or N/A, explain: |
| *1.20 Manual Availability (Element 2.1.4)* | ❑ YES<br>❑ NO<br>❑ N/A | If no or N/A, explain: |
| 2. List any additional interfaces identified: | | |
| 3. Are there written procedures for the use of air carrier personnel in the application of these interfaces? | ❑ YES<br>❑ NO | If no, explain: |
| 4. Are there controls to ensure that interfaces occur? | ❑ YES<br>❑ NO | If no, explain: |
| 5. Are the interfaces between the Short-Term Escalations process and other processes treated consistently in the Manual(s)? | ❑ YES<br>❑ NO | If no, explain: |